

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Walter P. Johnson, Town Administrator
RE: Weekly Report
DATE: February 8, 2016
CC: All Departments



Town Administrator: This past week's activities included the monthly Department Head meeting on Tuesday. The majority of the week was occupied with preparations for the public hearing on the proposed community center bond and the budget. On Wednesday School Superintendent Sue Noyes and I met with a second marketing company interested in working with the Town on a marketing campaign. On Thursday evening a bond hearing on the proposed community center was held at 6:30 p.m. and a budget hearing at 7 p.m. at the Moultonborough Academy auditorium. The annual town report, with the exception of the budget and warrant, has been sent to the printers for production. On Sunday morning I met with Road Agent Kinmond to discuss operations in the Highway Department. The proposed final form of the Town Meeting warrant has been reviewed by Town Counsel and will be ready for Select Board votes and signatures at the February 11th meeting. Final preparations are being made for Election Day on Tuesday at the PSB from 7 a.m. to 7 p.m. I will be out of the office for the day on Friday this week. Have a great week everyone!

Finance: Nothing to report this week.

Assessor: Vision Government Solutions is continuing the measure and list project for 2016. Vision personnel are continuing to verify properties throughout Town that have sold since April 1, 2015. They will attempt an interior list (review of interior features) if an adult is home. All Vision personnel drive marked vehicles and carry a photo ID as well as an introductory letter from the Town. We received the Uniform Standards of Professional Appraisal Practice manual from Vision. A copy of the manual, which discusses how values were determined for the 2015 Statistical Update of Values, is now available on the Town's website. From the homepage, click on Departments and Boards, then click on Assessor, then click on 2015 Update of Values.

Tax Collector: Nothing to report this week.

Town Clerk: Nothing to report this week.

Public Works & Facilities: The warmer temps in the week allowed Highway to cut trees on Krainewood, Hanson, Buttonwood, Driftwood, and patched potholes on Shaker Jerry, Butternut, Hanson and Krainewood. The Highway Garage wood boiler was found to need a repair as it had a broken spring in the back by the controls. A private contractor transported the grader back after a repair and service from the John Deere dealer. The chipper's blades were changed and it was serviced as well as the WMF loader. Truck 2 required a wing hose repair. Wednesday's rain had the crew treating roads for icy conditions in the afternoon and part of Thursday morning. The Crew found many dirt roads to have mud conditions. The weather forecast underestimated Friday's snowstorm which left 4-6" of snow vs the 1.5" predicted. The crew and the private contractors took great efforts to keep up with the unexpected morning accumulations to maintain safe driving conditions for the commuters. The mild winter caused many folks to

relearn winter driving, coupled with the wet snow. Clean up took place on Saturday morning from Friday night's winds and cold temps. Town and private crews sanded all the gravel roads. During the week Agent Kinmond reviewed payroll submission, and had several discussions with the Town Administrator regarding payroll policies and personnel matters. Agent Kinmond attended the public hearing on the budget, and answered several questions on the capital budget items. On Sunday, Agent Kinmond and TA Johnson met to review several operation matters for direction and the upcoming interviews for the WMF supervisor position.

Facility & Grounds Division: The F&G staff checked buildings, collected recyclables and trash, check the aquatherm, painted trim at Town Hall, reset mouse traps at Recreation, delivered 5 gallons of fuel to the rink for the Zamboni, cleaned and re-organized the back room at Town Hall, made keys for the tennis court shed, and treated walkways at Town buildings. The Facilities leader worked most of the week on the Highway Garage's new break room and installed phone and computer connections and devises. The old break room, soon to be the DPW Director's office was cleaned out and prepared for painting. The polls were set up for voting and will be finalized on Monday for the upcoming presidential primaries.

WMF Division: This week WMF shipped 1-MSW, 1-C&D and 22 bailed steel cans. Highway division serviced the facility's loader.

Moultonborough Police Department: The Moultonborough Police Department recorded 451 log entries, which included the following calls for service, 35 motor vehicle stops, 12 assists to Fire/EMS, 0 Directed Patrols, 4 arrests, 4 complaints, 7 MV Accidents, 2 MV Complaints, 7 residential alarms, 3 commercial alarms and 5 K-9 complaints.

Training: Feb. 1st - Feb. 5th, Off. Pare attended Police Academy. Feb. 2nd, Det. John attended Sexual Assault Training at CCSO. Feb. 3rd - Feb. 5th, Sgt. Boucher Firearms Training for Recruits at PS&Trg. Feb. 3rd Sgt. Fulton attended Driver Training for Recruits at PS&Trg. Feb. 5th, Off. Bagan trained at the Police Academy.

Moultonborough Fire Department: Year to date there has been 56 calls for emergency service. For the period of 1/29/16 to 2/4/16 there were 11 calls for service: (6) Medical Emergencies, (1) Chimney Fire, (1) Motor Vehicle Accident, (1) Carbon Monoxide Incident, (1) Lift Assist, and (1) Authorized Controlled Burning Call. We received automatic aid from Center Harbor on three calls and from Sandwich on one call.

Overall Average Response Time (Time of dispatch to apparatus/rescue on scene): 9:36 minutes

Overall Average Manpower per incident: 5 Firefighters/Incident

Day Time Average Response Time (Time of dispatch to apparatus/rescue on scene): 6:10 min.

Overall Average Day Time Manpower per incident: 5 Firefighters/Incident

Night/Weekend Average Response Time (Time of dispatch to apparatus/rescue on scene): 8:15 minutes

Overall Average Night/Weekend Manpower per incident: 5 Firefighters/Incident

Operations: The Fire Department responded to a carbon monoxide alarm activation in a residence on Greene's Basin Road. Upon arrival companies using a multi-gas meter found readings between 20-45 parts per million (PPM) in the residence. Levels above 35-ppm will typically cause carbon monoxide alarms to sound an alarm. Investigation for the cause found a bucket of ash and coals from a woodstove producing carbon monoxide, the bucket was removed from the building and the home was ventilated and re-metered to find no carbon monoxide

present. Residents are reminded that carbon monoxide, a colorless, odorless gas is produced by the burning of carbon-based fuels. Oil, propane and wood will all produce carbon monoxide when being burned. All homes being heated with an appliance that burns one of these fuels should have a carbon monoxide detector. Rental units and apartments are required by State law to have working, hardwired smoke and carbon monoxide detectors. If your carbon monoxide detector or smoke detectors activates, leave the building and call 9-1-1. Department personnel attended several training sessions. Deputy Chief Buckler and Lt. Daigneau attended a 24-hour EMT refresher class in Albany and Fire Fighter Wixon attended an ice rescue course conducted by the NH Fire Academy at the Public Safety Building and Lee's Mills. Chief Bengtson attended a meeting of the Safe Schools Leadership Team. The Department conducted an inspection of oil-burning equipment, issued a permit to install oil-burning equipment, installed a Supra key safe box and provided fire insurance information for two residences.

Office of Development Services Planning:

Town Planner: Nothing to report this week.

Code & Health: Nothing to report this week.

Human Services: Nothing to report this week.

Recreation Department: Last week's MCS Winter Day was postponed due to the conditions at Cranmore, therefore, the last Winter Day will be this Friday, February 12. Youth Basketball will wrap up on Saturday, February 13. The grade 5 and 6 level will participate in a tournament in Meredith, grades 3 and 4 will have in-house games at MCS, and grades K, 1, and 2 will also wrap up this weekend. The Carroll County basketball team is preparing for their tournament which will be held over the February school vacation week in Bartlett and North Conway. Next week, MRD will host the Father/Daughter Dance at Moultonborough Academy on Friday, February 19. On Saturday, February 20, MRD will host the Card Board Box Sled Derby. The event is scheduled for 1 p.m., however, the location has not been determined. We are waiting to see if we get any more snow to have a base at Playground Drive.

Important Dates to Remember

Board of Selectmen's Meeting, Public Safety Building, February 8, 2016, 6:30 PM,

Cancelled Joint School Board & Selectmen's Meeting, February 8, 2016, 7 PM

Primary Election Day, Public Service Building, February 9, 2016, 7 AM – 7 PM

Board of Selectmen's Meeting, February 11, 2016, 7 PM

Board of Selectmen's Meeting, February 18, 2016, 7 PM

Board of Selectmen's Work Session, February 25, 2016, 4PM

Staff Meeting, Tuesday – March 1, 2016, 9 AM